

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
29TH DIVISION STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (410) 576-6110/6111 OR DSN: 496-6110/6111

POSITION VACANCY ANNOUNCEMENT 12-099a Open Date: 14 November 2012 Close Date: 13 December 2012

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT #13-014A)

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: HUMAN RESOURCES SPECIALIST (MILITARY/INFORMATION SYSTEMS)

**HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: MSgt/E7
UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: MSgt/E7**

ORGANIZATION/LOCATION: 175th FSS, MDANG, WANGB, 2701 Eastern Boulevard, Middle River, MD 21220-2899

SEQUENCE: #508591

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT ONBOARD AGR ENLISTED AIRMEN OF THE MARYLAND AIR NATIONAL GUARD ONLY.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and may not be locally realigned.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Provides broad management advisory services. Monitors the overall operations of the Military Personnel Data System. Provides staff advisory guidance to the MPF, Units, Commanders and other base or Geographically Separated Unit (GSU) functional activities on solutions and feasible approaches to the utilization of the Military Personnel Data System in specific, and the human resources military program in general. Coordinates with AF, Air Reserve Personnel Center, The National Guard Bureau, Air National Guard State Headquarters and base functional areas on new data human resources programs and system procedures. Administers Military Personnel Data System training programs for the MPF and other users of the system. Analyzes and compares data between the military personnel data system and interfacing systems. Advises managers of methods to limit invalid data input and suggest enhancements to procedures based on a broad knowledge of the human resources career field. Directs, manages and controls the operation and maintenance of the Personnel Concept III (PC III) system. Provides system administration and performs system management. Performs other duties as assigned.

AFSC

AFSC: 3DXXX, 3S0XX, AND 3S2XX. Applicants must meet the basic eligibility requirements specified in ANGI 36-101, The Active Guard/Reserve Program, and the Air Force Specialty Qualifications defined in AFI 36-2101, Classifying Military Personnel (Officer and Enlisted). Applicants for enlisted positions must possess qualifying ASVAB/AFQT scores for the AFSC as specified in AFECDD, dtd 31 January 2012, Attachment 4.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. Relocation expenses will not be paid, however, PCS entitlements may be authorized per the JFTR for current active duty (T10/T32) officers or enlisted members.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

1. NGB Form 34-1, Signed, dated and annotated with Vacancy Announcement Number.
2. Military Personnel Records Review RIP Attached, Virtual MPF Inquiry Will Suffice.
3. Letter of Application, Letters of Recommendation and other attachments are permitted but are not mandatory.
4. AGR Profile Verification Statement (**third page of this announcement**).
5. ANG Physical Assessment Results.

Applications must be received in the HRO not later than close of business (17:00 hours) on the closing date!

Forward application and attachments to:

**HUMAN RESOURCES OFFICE
ATTN: MDNG-HRO-AGR
AGR BRANCH
Fifth Regiment Armory
Baltimore, MD 21201-2288**

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 10-248

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION